

For further information or to schedule an EMR at your facility, please contact your EPA Federal Facilities Program Manager:

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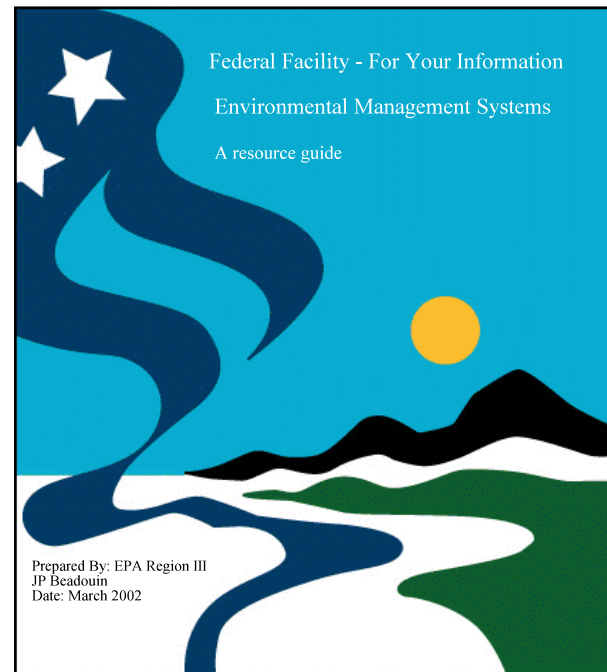
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FYI ENVIRONMENTAL MANAGEMENT SYSTEM RESOURCE GUIDE

General

An Environmental Management System (EMS) is a system that helps a facility develop, implement, achieve, and maintain a successful environmental policy. An EMS is designed to help increase the efficiency of a facility's processes, the efficiency of its environmental program and increase its environmental credibility with customers, government and communities. Executive Order (EO) 13148 stipulates that by 31 December, 2005 all federal facilities will have implemented an Environmental Management System (EMS). The goal of this document is to help federal facilities interested in developing their EMS by organizing available information in a clear and simple manner.

Regulation requiring EMSs for Federal Facilities

As stated earlier EO 13148 *Greening the Government Through Leadership in Environmental Management*,

requires all Federal Facilities to implement an EMS by 31 December, 2005. Other requirements and deadlines are also outlined in this document.

It can be accessed on the web at:
<http://es.epa.gov/oeca/fedfac/cfa/eo13148.htm>

Useful guides for developing an EMS

Different institutions and organizations and companies have developed guides that can help in implementing EMSs, hereafter are a few important ones:

The EPA has developed the Code of Environmental Management Principles for Federal Agencies (CEMP) in response to EO 12856. This code is “a collection of 5 broad principles and underlying performance objectives that provide a basis for Federal Agencies to move toward responsible environmental management”. The Implementation Guide For The Code of Environmental Management Principles for Federal Agencies is available at: <http://es.epa.gov/oeca/ceмп/cpgch1.pdf>

The International Organization for Standardization (ISO) has also developed ISO 14001 Environmental management systems - Specification with guidance for use.

This document can be found at:
<http://www.iso.ch/iso/en/ISOOnline.frontpage>, (the standard is available for a fee.)

The Office of Environmental Policy & Assistance of the U.S. Department of Energy has prepared an Environmental Management Systems Primer for Federal Facilities available at:
<http://es.epa.gov/oeca/fedfac/emsprimer.pdf>

Glover Stapleton Associates have prepared a useful document called An Implementation Guide for Small and Medium-Sized Organizations. It can be consulted at:
<http://www.epa.gov/OWM/pdfs/ems2001final.pdf>

The Department of Defense has a very informative environmental web site called the Defense Environmental Network and Information Exchange system (DENIX). The Site has a search engine and if you use EMS as your search criteria the site will provide access to many interesting and pertinent EMS documents.

<https://www.denix.osd.mil/denix/Public/Search>

The Environmental Protection agency, the Office of Policy, Economics, and Innovation has posted a web page that contains links to key information about EPA's efforts to develop policies and related materials about environmental management systems (EMS).

<http://www.epa.gov/ems/index.htm>

Note 1: Thanks to its conciseness and quality of ISO, the ISO 14001 norm appears to have become the best known reference for facilities developing an EMS.

Major Federal Institutions such as the US Army have presently instructed their facilities to use this norm, others such as the Navy site it as an approved source.

Note 2: A document entitled Revised Environmental Management Review Policy and Guidance for Federal Facilities, shows a table (page 4) relating chapters of the CEMP with the corresponding chapters of the ISO 14001. This document can be found at :

<http://es.epa.gov/oeca/fedfac/policy/emr43001.pdf>

Useful Software

In addition to paper or electronic guides, some environmental companies have developed software that can help a facility to implement an EMS. These programs are very often based on the ISO 14001. Companies such as Greenware, Tetratex, and Isys International have developed such programs but numerous other companies offer their services and advertise on the internet.

Assistance from EPA: The Environmental Management Reviews (EMR)

As part of its drive to help facilities develop their EMSs, the EPA has made a compliance assistance tool available to them called an EMR. An EMR is a free service that is requested by a facility on a voluntary basis and that allows it to benefit from EPA's regulatory and technical expertise in a collaborative spirit. An EMR is not an environmental audit, but will help a facility's environmental program succeed.

A brochure with more detail is available on the web at:
<http://es.epa.gov/oeca/fedfac/complian/emrbrofimas.pdf>

This brochure also lists the points of contact for each EPA region for facilities interested in this service. These contacts are also able to obtain information on facilities which have already had an EMR carried out as well as answer questions on the use of guides and software for

developing an EMS. An EMR is performed by a team of experts, who visit a facility to conduct the evaluation. The EMR team examines the facility's environmental documentation to understand how the management system is designed. Then, they interview the facility's personnel to understand how the EMS actually works in practice. Team members next evaluate what they have observed by comparing it to one of the EPA recognized EMS guidelines. For example, the *Generic Protocol for Conducting Environmental Audits at Federal Facilities* examines seven criteria, which are:

- . Organizational Structure;
- . Environmental Commitment;
- . Formality of Environmental Programs;
- . Internal and External Communications;
- . Staff Resources, Training, and Development;
- . Program Evaluation, Reporting, and Corrective Action; and
- . Environmental Planning and Risk Management.

EPA also recognizes the *Code of Environmental Management Principles* for Federal Agencies (CEMP) and the International Standard (ISO 14001) for Environmental Management.

<http://www.epa.gov/oeca/fedfac/policy/emr43001.pdf>

Feedback

Information about EMRs conducted at federal facilities and case studies are available on the web at:
<http://es.epa.gov/oeca/fedfac/complian/complian.html>